9. Sales and Promotion Permit

Issued to licensed establishments that intends to have broad consumer participation which contains promises of gain such as prizes, in cash or in kind, as a reward for the purchase of a product, security, service, or winning in a contest, game, tournament and other similar competitions which involve determination of winner/s and which utilize mass media or other widespread means of information.

Center/Office/Division	**:**	Center for Cosmetics (and Household/Urban Hazardous Substances) Regulation and Research
Classification	**:**	Complex
Type of Transaction	**:**	G2B – Government to Business Entity
Who May Avail	**:**	Licensed Cosmetic, HUHS, HUP, TCCA Establishments (Distributor, Trader, Manufacturer) or advertising agency representing the former
Fees to be Paid	**:**	Initial application *Based on the following promo size + 1% LRF: 1. Php 300,000 and below – Php 1,000 2. Php 300,001 to Php 500,000 – Php 2,000 3. Php 500,001 to Php 1 million – Php 3,000 4. Above Php 1 million – Php 5,000 Amendment application Php 300.00 + 1% LRF not less than Php 10.00

A. INITIAL APPLICATION

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Integrated application form	FDA website (https://ww2.fda.gov.ph/industry-corner/downloadables)
2. Information Sheet and Mechanics of the sales promotion	FDA website (https://ww2.fda.gov.ph/industry-corner/downloadables)
3. Copy of Valid LTO	FDA- CCHUHSRR
4. Copy of valid product registration/notification	FDA- CCHUHSRR
5. Copy of lay-out of any promo materials	Applicant
6. Copy of official receipt	FDA Cashier

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant requests for a schedule of submission of requirements			FDAC personnel
2. Pre assessment of documents	1. Checking of completeness of documents	30 Minutes	FDAC officer of the day
3. Applicant pays the fee through a Landbank Branch or FDA Cashier		30 Minutes	FDA Cashier personnel or Landbank Personnel
4. Applicant submits requirements (electronic copies)	2. Receives complete requirements		FDAC officer of the day

	3. Application is forwarded to CCHUHSRR		FDAC personnel
	4. Data Controller receives the application and update the database	30 Minutes	Administrative Assistant VI CCHUHSRR
	5. Evaluator checks the correctness of documents	7 working days	
	6. Checks if the recommendation is appropriate	30 Minutes	Food Drug Regulation Officer CCHUHSRR
	7. CCHUHSRR Director signs the final authorization	30 Minutes	Director IV CCHUHSRR
	8. Data Controller updates the database and forwards the final authorization to records section	30 Minutes	Administrative Assistant VI CCHUHSRR
	9. Releasing		AFS-Releasing personnel
TOTAL:		**7 working days, 3 Hours[15]**	

[15] CCHUHSRR reserves the right to avail of the extension of the prescribed timeline by the same number of working days provided in Republic Act (RA) No. 11032 on the condition that the Center adheres to the provisions given in the IRR of RA No. 11032.

B. AMENDMENT APPLICATION

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Integrated application form	FDA website (https://ww2.fda.gov.ph/industry-corner/downloadables)
2. Letter of intent stating the type of amendment	Applicant
3. Copy of previously approved promo permit	Applicant
4. Copy of Valid LTO	FDA- CCHUHSRR
5. Copy of valid product registration/notification	FDA- CCHUHSRR
6. Copy of lay-out of any promo materials	Applicant
7. Copy of official receipt	FDA Cashier

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant requests for a schedule of submission of requirements			FDAC personnel
2. Pre assessment of documents	1. Checking of completeness of documents	30 Minutes	FDAC officer of the day
3. Applicant pays the fee through a Landbank Branch or FDA Cashier		30 Minutes	FDA Cashier personnel or Landbank Personnel
4. Applicant submits requirements (electronic copies)	2. Receives complete requirements		FDAC officer of the day
	3. Application is forwarded to CCHUHSRR		FDAC personnel

	4. Data Controller receives the application and update the database	30 Minutes	Administrative Assistant VI CCHUHSRR
	5. Evaluator checks the correctness of documents	7 working days	
	6. Checks if the recommendation is appropriate	30 Minutes	Food Drug Regulation Officer, CCHUHSRR
	7. CCHUHSRR Director signs the final authorization (may be approved or disapproved)	30 Minutes	Director IV CCHUHSRR
	8. Data Controller updates the database and forwards the final authorization to records section	30 Minutes	Administrative Assistant VI CCHUHSRR
	9. Releasing		AFS-Releasing personnel
TOTAL:		**7 working days, 3 Hours[16]**	

[16] CCHUHSRR reserves the right to avail of the extension of the prescribed timeline by the same number of working days provided in Republic Act (RA) No. 11032 on the condition that the Center adheres to the provisions given in the IRR of RA No. 11032.